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OFFICE OF RESEARCH AND DEVELOPMENT

GENERAL NOTICE 53

Contract Supervision

General

This notice provides direction for the Project Officers in reporting data required for use in Agency management systems. This information supplements the material contained in Part V of the Project Officers Manual.

Requirements

Contractors are required to submit a plan covering their anticipated expenditures on each contract costing over \$50,000, regardless of funding source, and in other cases as deemed necessary and as covered in the contractual requirements. The data obtained are used to assist the Project Officers and management in making the proper decisions.

Responsibility

The Project Officer is responsible for interpreting the contractor's plans for completing the work and for spending the funds. He then must enter this information on the Agency's Contract Plan Data Input Form 2799b which is submitted with his request for contract action (Blue Book). A copy of this form is shown on page V-13 of the Project Officers Manual. Blank forms can be obtained from the ORD Administrative Office.

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Robert M. Chapman  
Director of Research and Development

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